

LIFE SAFETY ORIENTATION

Requirement for all Command Staff members to complete
within 48 hours of arrival to their assigned department.

Name: _____ Date Arrived in Department: _____

Instructional Strategies: 1. Initial overview of Life Safety protocols and procedures to promote familiarization with key elements within one's work environment.	Complete Orientation requires 4 parts: 1. Life Safety Orientation 2. Position Description 3. Department Orientation/Competency 4. Command Orientation
References: 1. NHL Environment of Care Plans 2. TJC & MEDIG policies, recommendations 3. NHL Organization Manual	Evaluation Mechanism Performance 1= Demonstrated 2 = Simulated 3= Verbalized/Written

Performance Criteria for All Staff	Eval. Mech.		
1. Tour of Unit: Discuss and Review Chain of command; department layout to include evacuation route.	1	2	3
2. Safety and Environment of Care (EOC): Discuss, Locate and Review Dept Safety Representative: _____ *Call _____ for all emergencies.	1	2	3
Fire Safety: Location of extinguisher or alarm, evacuation route (nearest to dept) Knowledge of appropriate responses and responsibilities, procedure for reporting Fire Emergency phone number , RACE, PASS	1	2	3
Disaster Preparedness Procedures: Identifies assignment and procedures in EOC binder	1	2	3
Personal Role and Responsibilities during code/emergencies: Red- Fire: to include location of nearest fire alarm pull station, fire extinguisher and how to use it, and primary and alternate fire exits out of each department's spaces.	1	2	3
Blue- Cardiac/Respiratory Arrest: includes location of nearest Pediatric & Adult Crash Carts	1	2	3
Pink- Infant/Child abduction	1	2	3
Purple- Obstetric or Perinatal Emergency	1	2	3
Brown- CBRN Incident	1	2	3
Green- Combative Person	1	2	3
Yellow- Utility Failure	1	2	3
Silver- Lost or ELOPED Child/Adult	1	2	3
Gray- Disaster (Activate Plan)	1	2	3
Orange- Hazmat Spill	1	2	3
White- Armed Intruder/Active Shooter	1	2	3
Black- Bomb/Suspicious Package Threat	1	2	3
Command Staff Badges: Review Command Badge and Visitor Policies.	1	2	3
3. Communication: Locate and Review Recall Information, Paging system, telephone system, and unit alarms	1	2	3

This member has completed Life Safety Orientation. This orientation tool demonstrates the member's knowledge of patient and life safety protocols and procedures.

Signature of Employee _____ Date _____

Signature of Preceptor _____ Date _____